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**TO: Economic Support Supervisors
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Training Staff
Child Care Coordinators
W-2 Agencies**

**FROM: Amy Mendel-Clemens
Communications Section
Bureau of Health Care Eligibility**

BHCE/BWP OPERATIONS MEMO

No.: 03-13

Date: 02/21/2003

Non W-2 ☐ W-2 ☐ CC ☒

PRIORITY: HIGH

**SUBJECT: FAMILY DAY CARE CERTIFICATION
GROUP SIZE ESTIMATOR**

EFFECTIVE DATE: FEBRUARY 21, 2003

PURPOSE

This memo provides information and instruction on using the newly developed certification Group Size Estimator that will be available to the public on February 21, 2003.

BACKGROUND

The family day care certification group size rules are very complicated. Questions about the allowable number of children in certified care continues to be one of the most commonly asked question of the Office of Child Care. Certifiers report similar trends from providers throughout the state.

The Office of Child Care has developed a web tool that will help the user determine if a provider is in compliance with the certification rules relating to group size.

PROCESS

TOOL DESCRIPTION

The Group Size Estimator will help the user determine if a certified provider's schedule (for children in care) complies with certification rules. The user will enter all children's daily and/or

weekly schedules into the estimator, making certain to include children who reside with the provider. Once the schedule is complete an error message will appear if the provider is violating the certification rules.

NOTE ➤ This estimator does not store the entered information; it is used for simulation purposes only.

This estimator is for certified provider scheduling only. It is not intended for licensed provider scheduling due to the difference in licensing rules.

INTERNET ACCESS

The Group Size Estimator can be accessed at the following pages:

<http://www.dwd.state.wi.us/dws/programs/childcare/certification/default.htm>

<http://www.dwd.state.wi.us/dws/programs/childcare/providers.htm>

<http://www.dwd.state.wi.us/dws/programs/childcare/parent.htm>

FEATURES AND INSTRUCTIONS

INPUT SCREEN

Below is a screen shot of the input screen. The entire day's schedule can be viewed when the user maximizes the input screen.

Monday Copy Schedule To:

Name	Related	Resident	Age	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM
<input type="checkbox"/> John	<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Lisa	<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Mary	<input type="checkbox"/>	<input type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Alan	<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

☒ Remove

- **Add a child:** Click on the 'add' link and another row will appear.
- **Remove a child:** Mark the child whose schedule you want to remove by clicking the checkbox left of the child's name and then click the 'remove' link.
- **Copy a schedule:** If the provider's schedule is exactly the same another day of the week, the user can copy the schedule to another day of the week.
- **Related:** Check this box if the child is related to the provider. By clicking the "related" link, the user will find the definition for related.

- **Residential:** Check this box if the child resides in the provider's residence. Note: In addition to provider's natural, adopted or foster children, include stepchildren and any other child that lives with the provider.
- **Age:** Enter the child's age. Children up to age 19 can be entered. If a child is under the age of 1, enter a "zero" for the age of the child.
- **Entering the daily schedule:** Simply click on the box below each hour of the day. Note: this system does not include partial hours.
- **Maximum number of schedules:** The maximum number of children that can be entered into the estimator is set at 30.
- **Printing:** The pages print nicely in 'landscape' layout. Note that the information entered in the Group Size Estimator is erased as soon as the user closes the browser.

Once the schedule is complete, click on 'submit'

RESULTS PAGE

The results page will indicate if the provider is in violation of the certification rules. Click on "view schedule" to find out more details about the possible violation.

Group Size Estimator - Microsoft Internet Explorer

Group Size Estimator Results				Monday																																			
Please review your results and correct possible errors in your schedule. If you continue having a message indicating a schedule violation, please contact the day care certifier in your county/tribe. If you wish to view the schedule for the entire week, please maximize the screen. You may also print this page in landscape for your records using the print button above. To erase all child care information, please click on the Exit Button below. <div style="text-align: center;">Exit</div>				<table border="1"> <thead> <tr> <th>Hrs</th> <th>Name</th> <th>Related</th> <th>Resident</th> <th>Age</th> </tr> </thead> <tbody> <tr> <td>9</td> <td>john</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>3</td> </tr> <tr> <td>9</td> <td>lisa</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>4</td> </tr> <tr> <td>5</td> <td>mary</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>2</td> </tr> <tr> <td>4</td> <td>alan</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>5</td> </tr> </tbody> </table>				Hrs	Name	Related	Resident	Age	9	john	<input type="checkbox"/>	<input type="checkbox"/>	3	9	lisa	<input type="checkbox"/>	<input type="checkbox"/>	4	5	mary	<input type="checkbox"/>	<input type="checkbox"/>	2	4	alan	<input type="checkbox"/>	<input type="checkbox"/>	5							
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View Schedule		View Schedule		View Schedule																																			
Schedule OK		<div style="color: red; text-align: center;"> ⚠ Error: You may be in violation of Chapter DWD 55 Day Care Certification Law. Please view your schedule and correct any errors. </div>		Schedule OK																																			
Friday		Saturday		Sunday																																			
Hrs Name Related Resident Age		Hrs Name Related Resident Age		Hrs Name Related Resident Age																																			

Start | In... | W Mi... | O... | SE... | SE... | Mi... | C... | Gr... | Gr... | 12:14 PM

"VIEW SCHEDULE" PAGE

The user may view details about a possible violation. On this page, the user may also make changes to the schedule and resubmit the information.

Group Size Estimator - Microsoft Internet Explorer

Exit Print Help

Wednesday Copy Schedule To: [] Copy

Name	Related	Resident	Age	7AM	8AM	9AM	10AM	11AM	12PM	1PM	2PM	3PM	4PM	5PM
<input type="checkbox"/> john	<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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[Remove](#) [Add](#)

Previous Day Next Day

Child Care Supervision Violation

Wednesday 11AM: You may not care for more than 3 non-related children under 7.

Please contact your child care certifier in your county for further information.

Submit Clear All

This tool is available to the public. Certifying agencies are encouraged to refer certified providers and parents to this site.

CONTACT

Pirkko Zweifel, Office of Child Care

Phone: 608-261-4595

Email: pirkko.zweifel@dwd.state.wi.us

BHCE CARES Information & Problem Resolution Center

Email: carpolcc@dwd.state.wi.us

Telephone: (608) 261-6317 (Option #1)

Fax: (608) 266-8358

Note: Email contacts are preferred. Thank you.